



DEPARTMENT OF THE ARMY
U.S. Army Forces Central Command - SA
RIYADH SAUDI ARABIA
APO AE 09852



#2002-8

**POLICY LETTER # 8 – LEAVES, PASSES, AND
MISCELLANEOUS RULES FOR TRAVEL**

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1. **Applicability.** This Policy Letter applies to all military personnel and federal civilian employees assigned, attached, on temporary duty, or otherwise sent to Saudi Arabia to support ARCENT-SA. It also applies to any unit, section, detachment, or other organizational entity attached to or otherwise under the direction or control of ARCENT-SA. The term “federal civilian employees” includes individuals who have an employment or contractual relationship with the Department of the Army, Department of Defense, or any other U.S. Government agency.
2. **Punitive Effect.** This Policy Letter is a lawful order. Personnel who violate this Policy Letter may be prosecuted and punished under the Uniform Code of Military Justice and/or federal criminal statutes, including the Military Extraterritorial Jurisdiction Act. Violators may also receive administrative sanctions, including separation from the service, termination of employment, or cancellation of a contractual relationship.
3. **Approval Authority.** The approval authority for all leaves is the Commander, ARCENT-SA.
4. **Leave Authorization Policy.** The ARCENT-SA Commander will not normally approve ordinary leave for soldiers who are assigned or attached for duty in Saudi Arabia for less than one (1) year. In addition, the ARCENT-SA Commander will not sign a leave form for any soldier returning to visit his family unless the soldier’s leave form reflects that he or she attended the Chaplain’s Reunion Briefing. Attendance at the Reunion Briefing must be annotated on the DA 31 Leave Form. The following guidelines apply to ordinary leave for soldiers who are assigned to ARCENT-SA in a permanent change of station (PCS) status:
 - a. Subordinate leaders and staff supervisors are responsible to ensure that PCS soldiers are afforded leave opportunities within the constraints of on-going mission requirements.
 - b. PCS soldiers will normally be afforded the opportunity to take 30 days of leave during their tour. This 30 days may be one long period or two or more shorter periods. Leave in excess of 30 days during a tour will normally not be granted. If someone takes leave in conjunction with TDY, he or she may not be absent from the Command for more than 30 days total.
 - c. PCS soldiers are entitled to one unfunded Environmental Morale Leave (EML) during their tour, IAW CENTCOM directives. This unfunded EML essentially upgrades the travel category of the soldier to above those on ordinary leave. The soldier traveling on EML, however, still remains in a Space-Available category.

d. Every effort will be made to schedule leave in conjunction with mission-essential temporary duty, to maximize the benefit to the command while also helping to ensure Space-Required travel.

e. Due to health and welfare considerations, soldiers in 179-day augmentee status are authorized up to seven days of leave during their tour. This leave will only be authorized in the surrounding area including Germany due to reliable return as prescribed on the leave. No extensions to this leave will be granted and soldiers will be counseled in writing on no leave extensions.

5. Leave within the CENTCOM AOR.

a. If a soldier intends to spend any portion of his or her leave in Saudi Arabia, Kuwait, Qatar, Bahrain, or any other location within the CENTCOM AOR, the DA Form 31 to the ARCENT-SA Commander must specify the locations and periods. Furthermore, a memorandum to the Commander, ARCENT-SA, must state the following:

(1) the leave itinerary, to include the locations to be visited, the dates of visits, and the modes of transportation to be employed; and

(2) all individuals traveling with the leave requester, to include name and relationship, if any, to the leave requester, and, if military, the rank and unit.

b. This and all other ARCENT-SA Policy Letters still apply to the soldier even when he or she is on leave. The leave-requester must address to the Commander, ARCENT-SA, by memorandum, any request for a waiver of any Policy Letter provision during leave.

6. Passes. All soldiers regardless of permanent or augmentee status are to be considered for passes given recommendation of the chain of command. Commander, ARCENT-SA is the approving authority for all passes.

7. Curtailment of Tour. No soldier will be permitted to use accrued leave to curtail his tour. An exception may be requested by a soldier if the following conditions are met:

a. Soldier's replacement has arrived in country.

b. An appropriate overlap period is provided.

c. Tour curtailment date is not earlier than 15 days prior to soldier's original DEROS.

8. The ARCENT-SA Commander is the approval authority for all tour curtailment requests.
9. Two-Person Rule in Areas Not Reserved by the Host Nation for U.S. Military Personnel. When not on official business but outside the physical boundaries of U.S. military facilities in the CENTCOM AOR, an individual must be in a group of at least two at all times. It is recommended, but not required that at least one member of the group be a male and at least one member must be in the rank of Sergeant (E5) or above. This rule applies even if the individual is on leave. Only the Commander, ARCENT-SA can waive this rule. Requests for waiver must be in writing and specifically state, along with the reason for the request, the periods and locations for which the waiver is requested.
10. Prohibition Against Using the “Employees Only” Gate on Trips Across the Causeway for Other than Official Business. When traveling across the causeway that extends between Saudi Arabia and Bahrain, it is prohibited to use the “Employees Only Gate” if the purpose of the travel is recreation, morale and welfare, or any reason other than official business. When traveling on other than official business, individuals will use the normal gates and pay all required fees.
11. Females may not drive in Saudi Arabia and may not drive across the causeway that extends between Bahrain and Saudi Arabia.
12. Vouchers are available to provide travel opportunities for women in the Command. The details for the management and use of the vouchers is addressed in an ARCENT-SA SOP. If a female soldier, federal civilian employee or adult family member would like to travel in the Riyadh area, she may receive a prepaid travel voucher to assist with her travel plans. Whenever possible, women in the Command should try to travel with a male member of this Command who can drive for her. Members of the Command should also take advantage of MWR travel opportunities whenever possible. Due to funding issues, vouchers should only be used when necessary.
13. Special Travel Rules During Threat Condition Charlie:
 - a. The maximum number of personnel allowed in a Suburban is six (6) and in a Cherokee, sedan or Yukon is four (4). The minimum number of personnel per vehicle is two (2).
 - b. The driver of the vehicle must be male and one of the occupants must be a Sergeant (E-5) or above. The “buddy system” is a proven technique for enhancing personal safety in any environment.

c. MWR trips are authorized and will be comprised of no more than three (3) vehicles and 18 people. The ARCENT-SA G2 has collected information to assist the commander in assessing possible threat(s) to our soldiers conducting activities off Eskan Village. The attached matrix (see Enclosure 1) outlines the majority of authorized areas ARCENT-SA personnel are allowed to visit. It is designed to assist unit commanders in assessing vulnerabilities at those locations. If not off-limits due to a RAM or other security measure, ARCENT-SA personnel may visit the following locations as well:

- (1) Dirab Farm
- (2) Arizona Compound
- (3) AL Yamama Compound
- (4) Jeddahwell Compound
- (5) FAL Compound
- (6) Cardova Compound
- (7) Nadj Compound

d. Soldiers are charged with maintaining continual situational awareness, maintaining a low profile and varying travel routes to and from their intended activities.

(1) For **Mission** and **Non-Mission** Essential Off-Post Travel, soldiers must request written permission to travel off-post through their respective battalion commander (or designated O-4 representative) or ARCENT-SA designated O-5 representative (DCO, G2, G3, and G4).

(2) Soldiers will physically sign in and out through their unit (i.e. Staff Duty Officer/NCO) to maintain 100% accountability.

(3) Cell phones will be used while off post. The cell phone telephone number provided to the SDO or SD NCOIC at the Emergency Operations Center must be a good, working number. The cell phone will be used in conjunction with the brevity code list provided by the EOC personnel to report departing Eskan Village, arrival at the destination, any delays, departure from the destination and arrival back to Eskan Village.

e. Each subordinate unit of ARCENT-SA (Patriot Task Force, 54th Signal Battalion, Infantry Security Force Company, MP Company, and HHC, ARCENT-SA) will review pass requests to prevent large gatherings of ARCENT-SA personnel in any one location.

(1) No more than twenty (20%) percent of ARCENT-SA personnel strength will be allowed off the installation on Liberty Pass. Unit commanders will implement control measures to ensure they meet this requirement.

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SUBJECT: Policy Letter Number 8--Leaves, Passes and Miscellaneous Rules for Travel

(2) To ensure that ARCENT-SA personnel do not create a target of opportunity for terrorists or other potential enemies of U.S. Forces, gatherings at restaurants, stores, and markets will not exceed six (6) people.

f. Vehicle guards are **NOT** required. Drivers will park in well-lit and observed locations to deter thieves and other individuals who may commit crimes against U.S. Forces. Paid parking lots (such as the one immediately adjacent to the “Gold Souk”) are good choices. If there is any doubt about the security of the parking area the driver can either leave a guard or move to another area.

g. Vehicles left unattended **MUST** be searched before anyone reenters the vehicle. Commanders will ensure all personnel are certified on vehicle search procedures. The ARCENT-SA PMO personnel offer search technique classes. A copy of the ARCENT-SA vehicle search checklist must be maintained in the vehicle logbook to provide a ready reference to soldiers on the proper application of the techniques taught in this class.

14. All personnel must familiarize themselves with current travel restrictions before leaving the military installation. There are two types of travel restrictions: permanent and temporary.

a. Permanent Travel Restrictions include the following areas:

(1) Traveling to Riyadh on Fridays is **not authorized**. Personnel, however, may transit through Riyadh enroute to an approved site.

(2) The **Filipino Market** and the lobby of **Western fast food restaurants** are also permanently “**off-limits**” areas.

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b. Temporary travel restrictions will be published based upon specific threats to U.S. forces. These restrictions will be posted in the EOC, at the Orderly Room of the HHC, ARCENT-SA, in the Dining Facility, on the Command Channel on television, and over the NIPR net. Examples of temporary travel restrictions include, but are not limited to, the following: Western restaurants, Western compounds, Bahrain, certain parts of Riyadh, and other defined geographical areas. These restrictions, and all aspects of security in the Command, will be reviewed on a continual basis and will be adjusted based on the threat conditions.

15. This Policy Letter supercedes all other policies on these topics and will remain in effect until rescinded or superceded.

2 Encls

1. CI MWR Site Assessment Matrix
2. Al Ulayya Street Map

// ORIGINAL SIGNED //
THOMAS H. STANTON
COL, AD
Commanding

DISTRIBUTION:
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